



University Students' Council of the University of Western Ontario

INJURY/ILLNESS REPORTING POLICY

EFFECTIVE: 30th October 2012

SUPERSEDES: 15 November 2011

AUTHORITY: General Manager

RATIFIED BY: Executive Council
30th OCTOBER 2012

RELATED DOCUMENTS:

- Appendix: Injury/Illness Reporting Form

PAGE | 1 of 2

PURPOSE:

The purpose of this document is to outline a procedure to follow in reporting injuries and illnesses.

1.00 SCOPE

- 1.01 This policy applies to all USC employees, volunteers, and visitors.
- 1.02 This policy applies to all injuries and illnesses, regardless of the nature or severity of the event, including: fatality; critical injury; lost time injury; health care; first aid; property damage; near miss; fire; environmental release; and occupational illness.

2.00 DEFINITIONS

- 2.01 **“Injury”** is physical harm to an employee.
- 2.02 **“Illness”** is a deviation from the normal, healthy state of the body.

3.00 RESPONSIBILITIES

3.01 Workers

- (1) Must report an injury or illness to a supervisor or manager immediately;
- (2) Or, if the nature of the injury or illness makes an employee unable to report, then whomever happens upon the individual must promptly report the situation to a supervisor.

3.02 Managers / Supervisors

- (1) Upon being notified of an injury or illness,
 - i. Promptly ensure that first aid is administered;
 - ii. Ensure the affected worker is given subsequent medical treatment if necessary; and that such treatment is recorded;



University Students' Council of the University of Western Ontario **INJURY/ILLNESS REPORTING POLICY**

PAGE | 2 of 2

- iii. Notify additional rescue / response teams as necessary; and,
- iv. Notify appropriate company personnel promptly.

3.03 First aid provider

- (1) Record given treatment and advice in the First Aid Log; and,
- (2) Assist in ensuring that an injured or ill worker receives subsequent medical attention as required.

4.00 PROCEDURES

4.01 Reporting an injury or illness must be done

- (1) Immediately verbally and using the Injury/Illness Reporting Form;
- (2) By the supervisor/manager with the assistance of the worker, who will
 - i. Rate the incident;
 - ii. Form an action plan;
 - iii. Implement the action plan; and,
 - iv. Notify the necessary parties through the Health & Safety Coordinator.

5.00 COMMUNICATION

- 5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.